

Agency Activity Inventory
by Agency
Appropriation Period: FY 2004-05

Agency: R14 - Patient's Compensation Fund

Functional Group: Regulatory

1327 Membership Services

Provides underwriting services to over 8,000 members including but not limited to establishing new memberships, membership endorsements, membership rating for individual, professional association, hospital and clinic memberships, part-time physician discounts, locum tenens coverage, change of coverage limits, cancellations and refunds, credentialing, billing, and other miscellaneous underwriting functions. SC Code of Laws 38-79-410 . This code governs all activities of the Fund.

FY 2004-05					
Total	General Funds	Federal Funds	FM	Other Funds	FTEs
\$893,801	\$0	\$0	No	\$893,801	3.00

Expected Results:

Membership renewals, billing, endorsements, cancellations, refunds and new membership to be processed within appropriate time. Bills are submitted daily. New membership coverage to be completed prior to the inception date requested by the member. All other activities to be processed within 30 days.

Outcome Measures:

All members current with underwriting activities with zero percent complaints.

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1328 Risk Management Services

Contract through the South Carolina Hospital Association for risk management services to member hospitals.

FY 2004-05					
Total	General Funds	Federal Funds	FM	Other Funds	FTEs
\$26,500	\$0	\$0	No	\$26,500	0.00

Expected Results:

Provide risk management to all member hospitals including risk assessments, etc.

Outcome Measures:

Annual report to reflect all member hospital assessments complete.

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1329 Claims Service

Provides claim service including initial setup of new claims reported by the member's primary carrier, establish adequate initial reserves, monitor primary carriers' investigation, review requests for authority, report claims to the PCF board for authorization of fund to contribute toward settlement of claims, monitor cash flow management of the Fund, pay claim settlements, attend mediations at the request of the primary carrier.

FY 2004-05					
Total	General Funds	Federal Funds	FM	Other Funds	FTEs
\$117,098	\$0	\$0	No	\$117,098	1.00

Expected Results:

Complete new file setups, ongoing discussions with claim handlers of the primary carrier, claim payments submitted timely to the Comptroller General, ongoing communication with PCF Board members for settlement authority, monthly office visits to primary carrier to discuss claims issues, file correspondence in claim files and schedule mediations where appropriate.

Outcome Measures:

All claim payments submitted timely, appropriate authority given to the primary carrier in a timely manner which includes communication with the PCF Board.

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1330 Administration

Process all HR (employee benefits) change requests, monitor balance sheets, assist in developing yearly budget, payroll, accounts payable, accounts receivable, assist in establishing financial reports for the PCF Board, review all incoming state correspondence, assist in all state required projects

FY 2004-05					
Total	General Funds	Federal Funds	FM	Other Funds	FTEs
\$117,097	\$0	\$0	No	\$117,097	1.00

Expected Results:

Submit vouchers weekly to the Comptroller General's office, payroll completed twice a month, reconcile PCF accounts, process changes in employee benefits as soon as they are requested, review weekly balance sheets, complete special projects by dates due, submit quarterly unemployment totals timely, submit quarterly sole source reports timely, complete budget timely along with Management Discussion Analysis, and timely complete and submit Accountability reporting.

Outcome Measures:

100% of all activities to be completed weekly or at specified due dates.

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1331 Oversight Management

Services contracted with the SC Joint Underwriting Association for oversight management of the day-to-day operations of the Fund.

FY 2004-05					
Total	General Funds	Federal Funds	FM	Other Funds	FTEs
\$300,000	\$0	\$0	No	\$300,000	0.00

Expected Results:

Activities that are the responsibility of the Executive Director including but not limited to attend & assist with quarterly board meetings and meet all requests of the PCF Board of Governors, oversee daily operations of the PCF office including approval of all purchasing, oversee employment issues, weekly staff meetings and general approval of all day to day activities of the fund with ongoing daily communication with PCF staff

Outcome Measures:

Performing per the expectations of the Chairman, Executive Committee and the PCF Board of Governors.

AGENCY TOTALS

Patient's Compensation Fund

TOTAL AGENCY FUNDS	TOTAL GENERAL FUNDS	TOTAL FEDERAL FUNDS	TOTAL OTHER FUNDS	TOTAL FTEs
\$1,454,496	\$0	\$0	\$1,454,496	5.00